

**Production Worksheet**  
**(Using Column 3 of Food Buying Guide)**

The production worksheet prototype forms were developed to assist production planners with determining the amount of food to purchase, prepare and serve. After completing sections A through E, the plan can be posted for those who prepare and serve the meal. The USDA **Food Buying Guide** is the prime source of yield information. For this reason, the worksheet includes the calculations for determining total quantities of food to prepare when using this reference.

**Section A**

Column 1 - Designate the food items or the recipes that are included in the planned menu.

Column 2 - Specify the serving size for the various groups.

**Section B**

Specify the number of servings planned for each grade grouping in the appropriate columns.

**Section C**

Convert the serving size from the column(s) in section B to portions listed in the reference that will be used to calculate total quantity needed. Sources of yield information include the USDA **Food Buying Guide**, Child Nutrition (CN) labels, and product specifications. Record the total number of planned portions in column C.

**Section D (Optional - Use in conjunction with USDA Food Buying Guide)**

Note: Use the columns in these sections to determine quantities when referring to the USDA **Food Buying Guide** (FBG) as the source for yield information.

1 - Locate the appropriate food item in FBG. Refer to Column 1 in the FBG for a description of the food item. Record the number of servings per serving unit from column 3 of the FBG in this section of the worksheet.

2 - Divide figure in section C by the figure in section D. Space is provided in the column to perform calculations.

**Section E**

Record the total amount of food to prepare in the column under section E if this information. Refer to other sources of yield information for items that are not listed in the FBG or when determining the yield for a specific purchase unit. These sources include Child Nutrition (CN) labels. Codes are provided on the bottom of the form to indicate how leftovers were handled. See left-hand corner of form.

**Other information**

Use this space to record other comments and special instructions.